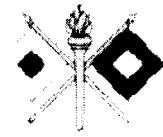


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REPLY TO
ATTENTION OF:

**DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
FORT GORDON, GEORGIA 30905-5491**



ATZH-LCA

17 July 2006

MEMORANDUM FOR Regimental Noncommissioned Officer Academy (RNCOA)

SUBJECT: Commandant's Policy Letter #21 - SAFETY

1. This policy letter applies to all military and civilian personnel assigned or attached to the RNCOA. This policy outlines the guidance for Safety and Risk Assessment within the academy. References for this policy letter are:

a. AR 385 series

b. CG Policy Letter 6, dated 22 March 2006

2. Safety will be a consideration in all aspects of the Academy's functions. This letter extends to the barracks, work place, occupational safety, motor pool and field training exercises. It is vital that we set the highest standards, incorporate safety as an integral part of our daily operations, and "THINK SAFETY."

3. Each leader/supervisor is charged with the responsibility to enforce effective safety practices. Branch Safety Officers, managers, and each individual will make every effort to anticipate and prevent accidents throughout the RNCOA.

4. Each branch will follow the procedures below for an effective unit Safety Program.

a. The safety officer at each level of command is the Branch Chiefs or first line supervisor.

b. The Academy Safety Administrator is responsible for directing and supervision the Academy Safety Program.

c. An Academy Safety Council, organized IAW AR 385-10, will meet at least quarterly. The Academic Safety Administrator will schedule the meetings. Each Branch Chief (ANCOC, BNCOC, FT Meade Detachment, and Headquarters) will designate a member of the cadre to be their Unit Safety Representative.

5. Accident Reports. The following notification procedures will be utilized for any safety incident that occurs within the RNCOA.

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SUBJECT: Commander's Policy Letter #21 - SAFETY

- a. Each Branch Chief will contact the RNCOA Deputy Commandant within 30 minutes via telephone or in person once a safety incident happens. If the Deputy cannot be contacted the commandant will be contacted directly.
- b. The written initial accident report will be forwarded to the Commandant, Deputy Commandant, and Chief of Training no later than 2 hours after the incident occurs (Weekend/Holidays included). Branch Chiefs will utilize the report in enclosure one.
- c. The DA Form 285, Accident Report, will be filled out within 48 hours after the incident. The Branch Chiefs are responsible for the accuracy and promptness of the report. A hard copy of the report will be sent to RNCOA Commandant for signatures. The Unit Safety NCO will ensure the report is forwarded to the Installation Safety Office and a copy is maintained on file.

6. Safety Training:

- a. Safety training will be an on-going command emphasis in both formal training (IAW DA PAM 385-1) and informal training. All supervisors will be alert for unsafe acts and conditions during duty and non-duty hours.
- b. A new job briefing will be given when a new soldier arrives at the academy or when a soldier changes jobs. A supervisor will brief the specific hazards associated with each job. The briefing should be annotated and filed with the soldier's training records.
- c. Safety Briefings will be given weekly IAW safety requirements and prior to releasing Soldiers for the end of training for that week. In conjunction with a major holiday/4 Day weekend a safety briefing will be held at the academy level.


JOHN L. MURRAY
CSM, USA
Commandant

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INITIAL ACCIDENT REPORT

RNCOA/ANCOC

FORT GORDON, GA 30905

(A separate report will be done on each individual involving an accident)

DATE OF REPORT: _____ TIME OF REPORT: _____

DATE OF ACCIDENT: _____ TIME OF ACCIDENT: _____

NAME: _____ RANK: _____ SSN: _____

CLASS# _____ **SGL:** _____

LOCATION OF ACCIDENT: _____

EXTENT OF INJURIES OF PERSON INVOLVED:

PRESENT LOCATION OF PERSON INJURED:

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523</
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MESSAGE: _____

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